FUJI XEROX

QUICK GUIDE
DCC400/320/240

INTRODUCTION

The main objective of compiling this Quick Guide is to serve as an easy reference to customers. We understand customers are tight up with daily schedules and can only learn up limited machine feature in the training sessions. Thus, we hope this Quick Guide will provide you with all the essential feature should you encounter any operation problems with the machine.

Kindly contact the following number :

For General Service & Supplies
Toll Free : 1-300-88-1163

Or

To contact us kindly email to us at:

mysallcto@mys.fujixerox.com

FUJI XEROX

DISPLAYING COPY, SCAN AND FAX SCREEN

MENU SCREEN

COPY SCREEN
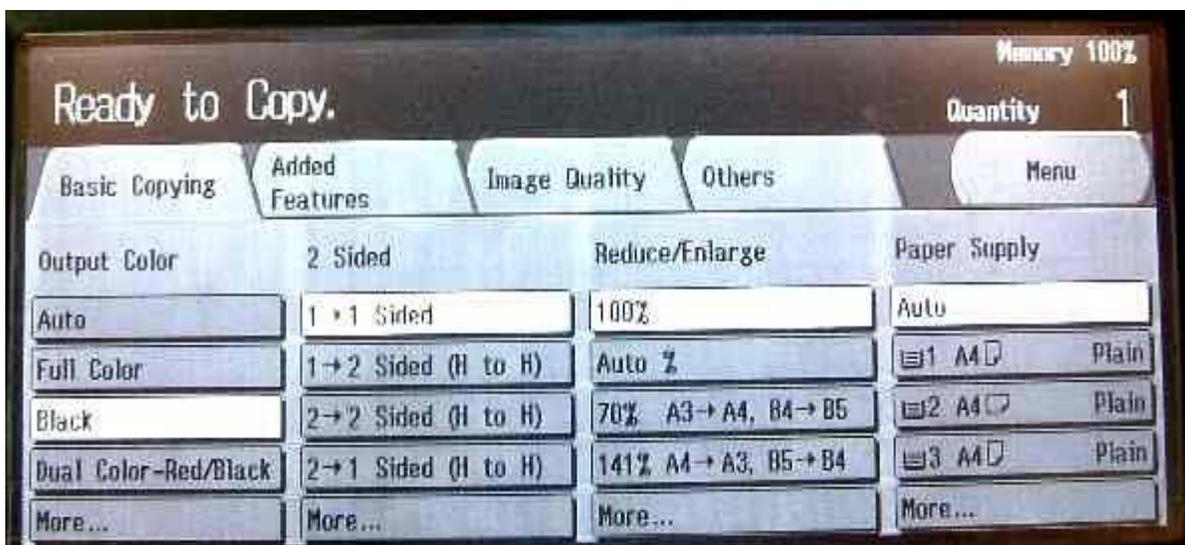
SCAN SCREEN

FAX SCREEN
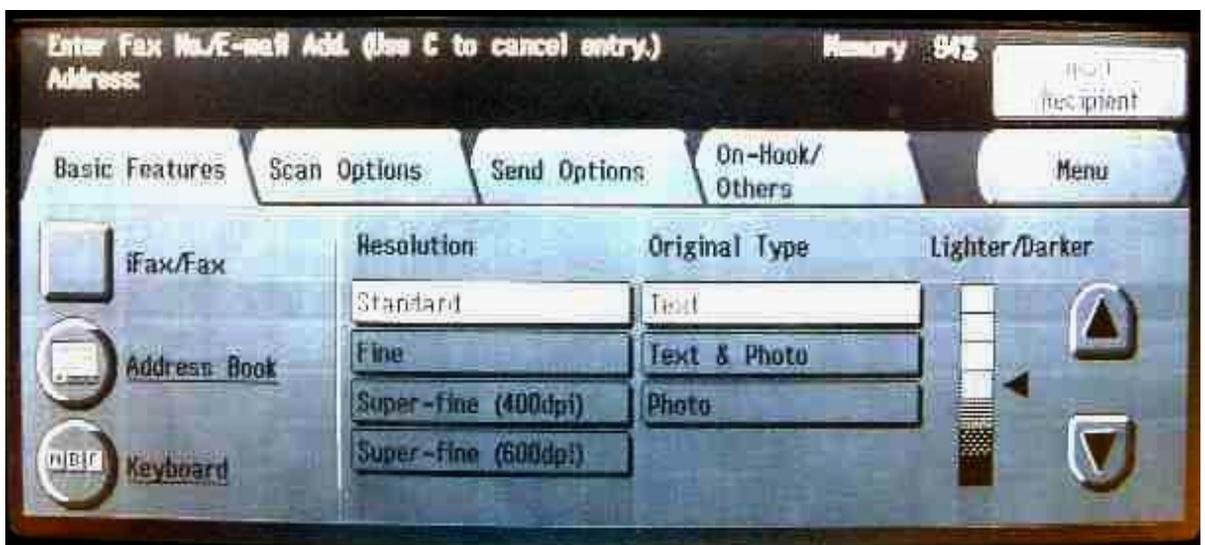
DOCUMENT CENTER C400/320

To enter the copy screen when auditron is on

1.   Press Password/System Setting

2.   Enter the password

3.   Press Confirm

COPIER
BASIC COPYING SCREEN
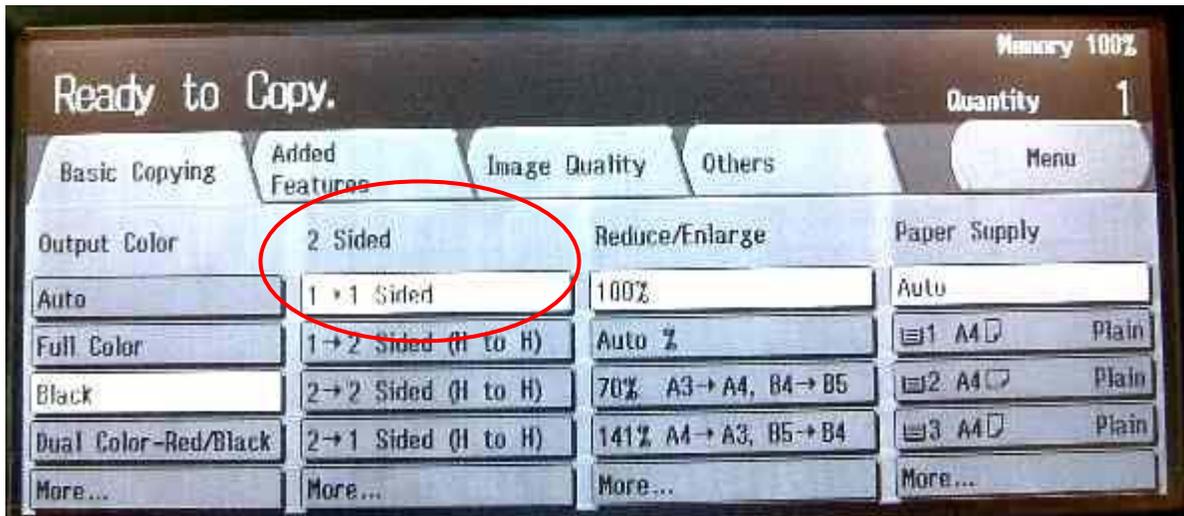
Single Side to Double Side Copying

Steps   1. Load Document
              2. Select 1->2(H to H)
              3. Press Start

Double Side to Double Side Copying

Steps   1. Load Document
              2. Select 2->2 (H to H)
              3. Press Start

Double Side to Single Side Copying

Steps   1. Load Document
              2. Select 2->1 (H to H)
              3. Press Start

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ADDED FEATURES SCREEN

Margin Shift

Steps
1. Load Original
2. Select Side 1
3. Highlight Variable Shift
4. Adjust the shift direction
5. Select Margin Shift
6. Press Start

Multiple up
(Combine 2 or 4 onto 1 sheet paper)

Steps
1. Load Documents
2. Select Multiple Up
3. Select 2 Up or 4 Up
4. Select the required layout order
5. Confirm the setting and save
6. Press Start

Separators
(Printing with a blank sheet inserted)

Steps
1. Load transparencies in Tray 5 (Bypass Tray)
2. Load Documents
3. Select Separators
4. Select Blank Separators
5. Select Paper Tray Settings
6. Confirm the settings and save
7. Press Start

OTHERS SCREEN
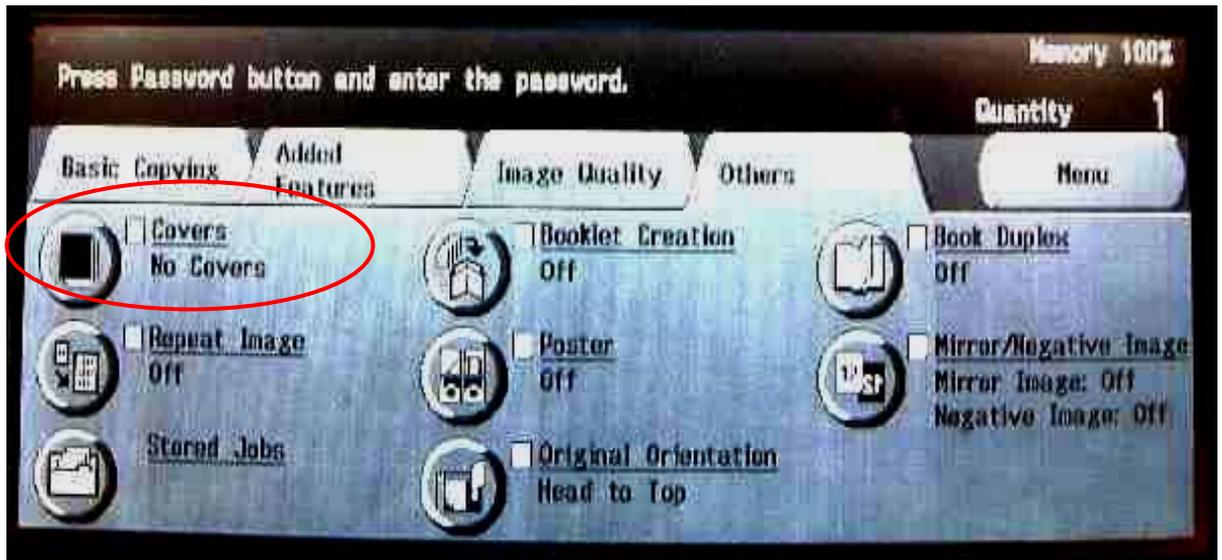
Covers

Steps :
1. Load paper for the cover in one of the trays 1 to 4.
2. Select covers
3. Select front cover
4 Highlight Printed covers to on
5. Select Paper Tray Settings
6. Select the paper to use for copying at Body Pages and the paper to use for cover
7. Confirm the setting and save
8. Press Start

Booklet Creations

Steps
1. Load Document
2. Select Booklet Creation
3. Choose left bind
4. Select Paper Tray Settings
5. Choose tray for Body Pages and Covers
   Choose (landscape orientation only)
6. Confirm the setting and save
7. Press Start

Poster

Steps:
1. Load document on the platen glass
2. Select Poster
3. Select the number of times that the document is to be divided
4. Select Paper Tray
5. Confirm the settings and save
6. Press Start

Build Job

Steps:
1. Load document for the first job
2. Select Build Job
3. Press On
4. Select the desired features
5. Press Start
6. Press Next Original while document is being scanned
7. Load the next document
8. Select the desired features
9. Press Start
10. After the last document is scanned, select Last Original

Book Duplex
(Copy from Book)

Steps:
1. Select Book Duplex
2. Choose Right Page then Left
3. Load the book on platen glass starting from the cover
3. Press Start
4. Flip to the next page starting from the last page
6. Press Start
7. Scan back the cover of the book (to complete the book duplex)
10. Press Start

Repeat Image
(Image repeated for the specified number of times)

Steps:
1. Load Document
2. Select Repeat Image
3. Select Auto Repeat
4. Confirm the setting and save
5. Press Start

FACSIMILE
BASIC FEATURES SCREEN
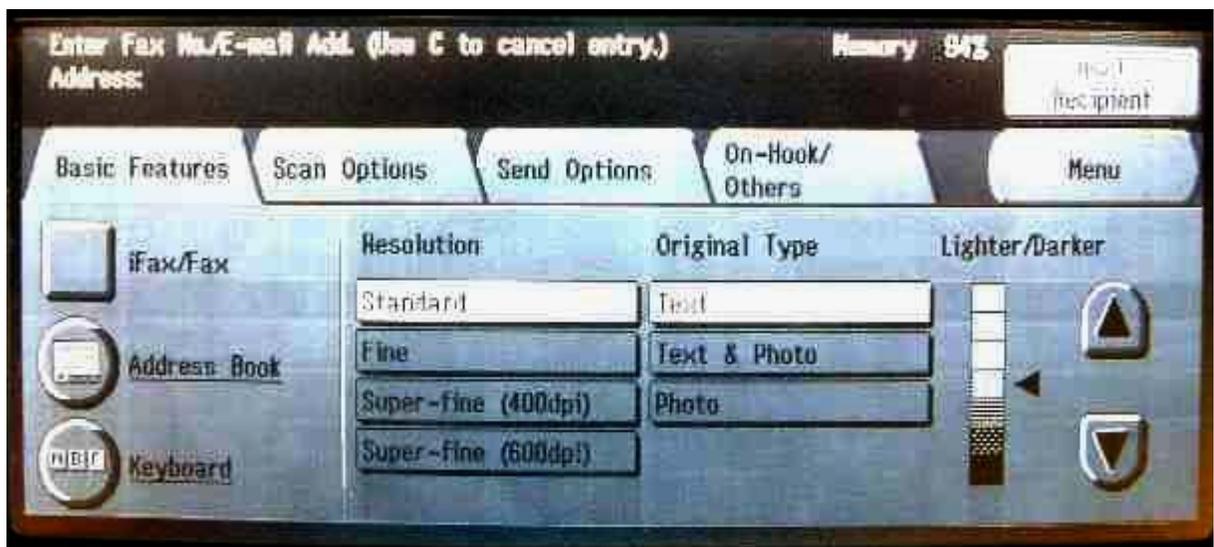
Manual Dialing
Steps:
1. Load Document
2. Dial the fax number using the keypad
3. Press Start

Speed Dialing
Steps:
1. Load Document
2. Press the Speed Dial number using the keypad
3. Press Start

One Touch Dialing
Steps:
1. Load Document
2. Select the Speed Dial number from the One Touch Keypad
3. Press Start

Group Dialing

Steps:
1. Load Document
2. Select Address Book
3. Highlight Group
4. Press the particular group
5. Press Start

Manual Broadcast

Steps:
1. Load Document
2. Dial the fax number
3. Press Next Recipient on the fax screen
4. Dial the next number (maximum 20 recipient)
5. Press Next Recipient
6. Press Start after the last number

Using iFax Dialing

Steps:
1. Load Document
2. Press Fax/iFax
3. Select Keyboard
4. Enter E-mail address
5. Press Start

SEND OPTION SCREEN
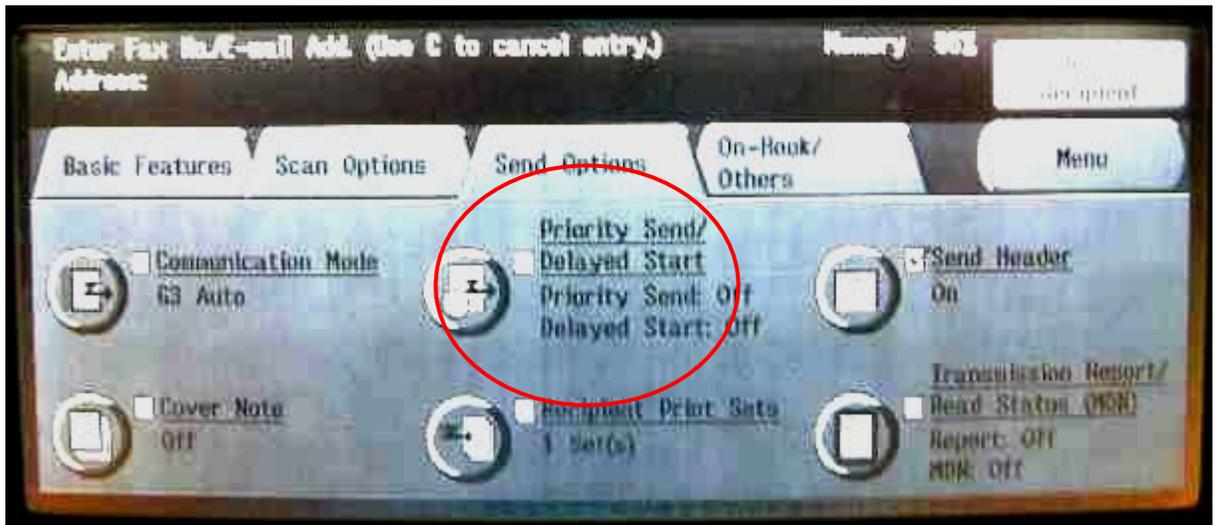
Delayed Start
Steps: 1. Select Priority Send/Delayed Start
                  2. On Delayed Start
                  3. Press Start Time
                  4. Select the Hour and Minute using the arrow
                  5. Select Save
                  6. Key-in fax number
                  7. Press Start

Transmission Report
Steps: 1. Load Document
                  2. Press Transmission Report
                  3. On Transmission Report
                  4. Press Save
                  5. Key-in fax number
                  6. Press Start

SCAN

Basic Features Screen

Scan to Mailbox

Steps: 1. Load Document
          2. Press Mailbox
          3. Select desire number
          4. Key-in password
          5. Press Confirm
          6. Press Start

Retrieve document using DocuWork Desk

Steps: 1. Go to Start>.Program>FujiXerox DocuWorks>DocuWork Desk
             Press E-mail
          2. Click Scanner icon
          3. Select Xerox Scanner
          4. Key-in password
          5. Click Open Mailbox
          6. Click Import
          7. Press Start

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Retrieved document using Fuji Xerox scanner Utility

Steps:
1. Go Start > Program > Fuji Xerox > Utility > Mailbox Viewer 2
2. Select Scanner > Key-in mailbox number > Key-in password >
3. Open Mailbox
4. Highlight Scanned Image > Highlight Settings
5. Tick Auto Import > Tick Import Setting
6. Choose the options you require
7. Save in > Browse > Save (create your own folder)
8. Click OK 3x
9. Click Import and Close

Scan to E-mail

Steps:
1. Load Document
2. Press E-mail
3. Press Keyboard
4. Key-in E-mail address
5. Press Save
6. Press Start

CHECKING BILLING METERS

1. Press Machine Status

2. Select Billing Meter
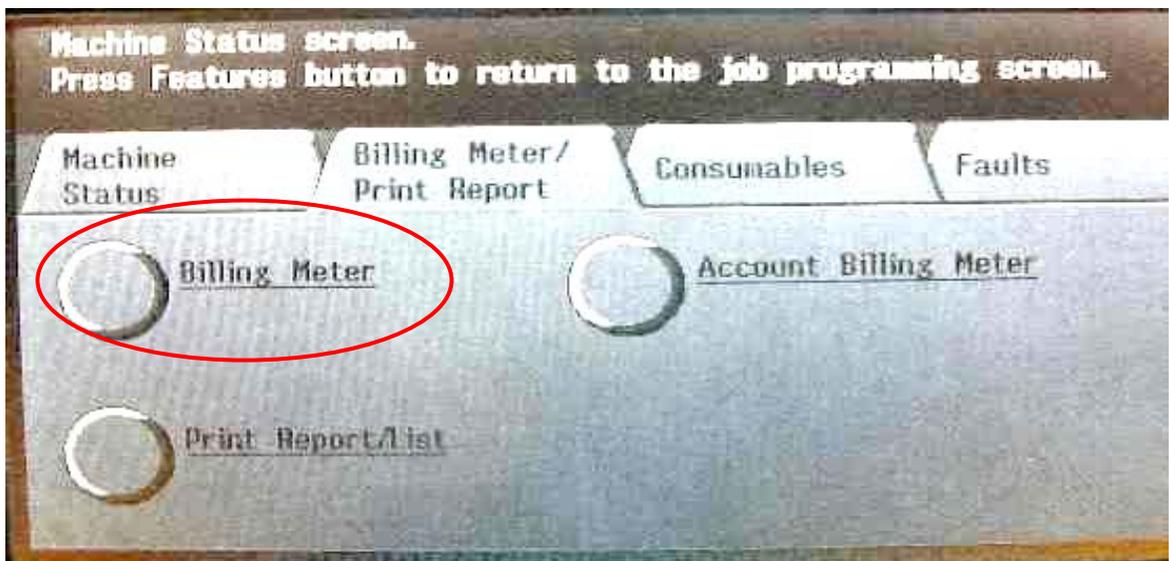
3. The Billing Meter appears immediately
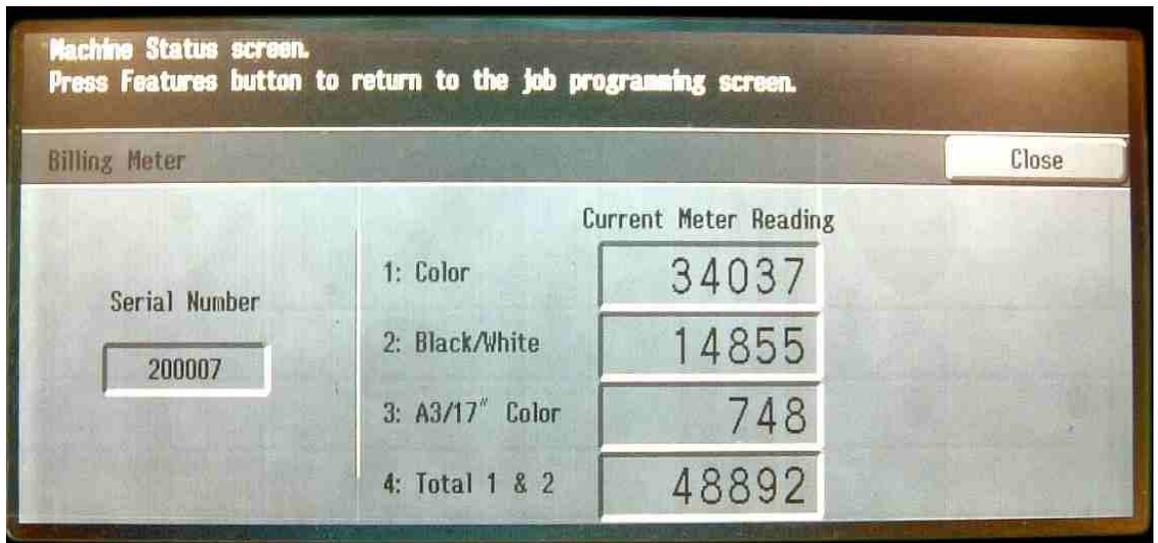
CONSUMABLES
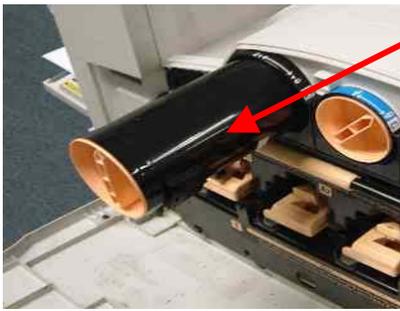
	YELLOW / MAGENTA / CYAN TONER - LIFE SPAN **2,000** SHEETS BLACK TONER – LIFE SPAN **3,5OO** SHEETS
	YELLOW /MAGENTA/ CYAN DRUM – LIFE SPAN **1,700** SHEETS BLACK DRUM – LIFE SPAN **35OO** SHEETS
	WASTE TONER BOTTLE – REPLACE WHEN IT IS FULL
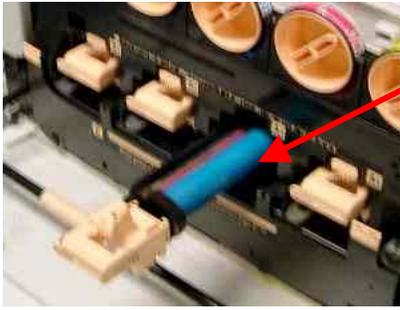
Checking Consumables

1.   Press Machine Status

2.   Select Consumables

3.   View the consumables status

4.   Order Toner/Drum if remaining 25% stated on the consumables.

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ADDITIONAL NOTE

How to copy IC

Steps   1. Load IC at the top left corner on the platen glass
               2. Choose **A4 portrait** for Paper Supply
               3. Choose **1 to 2** for 2 Sided Copying
               4. Select **Text & Photo** for the Original Image
               5. Press Start
               6. Turn IC and place it at the A4 mark
               7. Press Start

Common Fault Code

016-757   The entered password is wrong

016-758   The account is not registered as an
              authorized copy user

016-704   The hard disk ran out of spaces as the

              max number of users for secure

              printing was exceeded

016-748   Printing is not possible due to insufficient
              hard disk space

016-768   Could not connect to the SMTP server as the mail
              address of this machine was incorrect

(PLS REFER TO PAGE 442 – 449 AT THE USER GUIDE-
COPIER FOR DOCUMENT CENTRE C400/320 SERIES
FOR MORE INFO)

SAFETY NOTE

ITEM	DO	DON'T
1.Sharing of Supply socket	One socket for one plug	Do not share socket with heavy load unit. Do not use cable extension/multiple socket extension.
2.Power cord length	Proper length to allow certain loosening	Do not allow cable pull to tension
3.Power cord routing		Avoid obstruction. Keep away from combustable/water/ twisting around table& chair
4.Power cord surface condition		Discard if surface found stripped /exposed/cracked/burnt
5.Ground/Earthing		Do not use 2-pin plug type without grounding wire
6.Condition of Plug/socket		Discard if found cracked/ discolored/deterioration/de formed
7.Plug/socket contact	Ensure plug & socket are tightly connected.	